United States
Coast Guard

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NAVIGATION AND VESSEL INSPECTION CIRCULAR NO. 1 -93
Electronic Version for Distribution on the World Wide Web
Subj: Control Verification Examinations (CVE's) of Foreign Passenger Vessels

1. PURPOSE. This Circular provides plan review and examination guidance for operators of foreign passenger vessels which are to operate from a U.S. Port.

2. DIRECTIVES AFFECTED. NVIC 1-85 is canceled.

3. DISCUSSION.

   a. In 1985 the Coast Guard promulgated NVIC 1-85, which offered pre-arrival plan review for foreign passenger vessels. The goal was to minimize delays for vessels which were to operate for the first time from a U.S. port. Over the last few years, the Coast Guard has identified a need for increased guidance on plan review procedures and control verification examinations for both new vessels as well as those already operating out of U.S. ports. As a result NVIC 1-85 will be superseded by this NVIC.

   b. The objective of this NVIC is to provide owners and field units with information and guidance necessary to better prepare foreign passenger vessels for the control verification process. The increased guidance is expected to allow for more consistent enforcement of existing standards while continuing to minimize delays for vessel

   c. In addition, Section 3317(b) of Title 46 U.S. Code has been revised. The revision requires the owner or operator of a foreign vessel, who requests an examination at a foreign port, to reimburse the Coast Guard for travel and subsistence expenses incurred.

   d. The intent of the above revision is to permit the Coast Guard to examine foreign passenger vessels while they are out of operation or under construction. Thus, potential problems can be identified and resolved before the vessel arrives in the U.S. to embark passengers. This will be accomplished by examining such items as main vertical zone bulkhead boundaries, draft stops, and other related structural fire protection features while they are exposed.

   e. In order to facilitate the control verification process, the Coast Guard may attend foreign passenger vessels requesting an initial CVE at overseas ports. More than one trip may be taken during the various stages of construction or modification at the request of the owner. However, overseas examinations are heavily contingent upon the availability and priority of Coast Guard resources. Further, overseas underway examinations are not encouraged due to resource constraints.

f. The NVIC is divided into two enclosures to simplify the control verification process. Enclosure (1), Part A provides guidance on the initial control verification process; Part B provides guidance on annual CVE's; and Part C provides guidance on quarterly CVE's. Enclosure (2) provides guidance for foreign passenger vessels requesting an overseas examination.

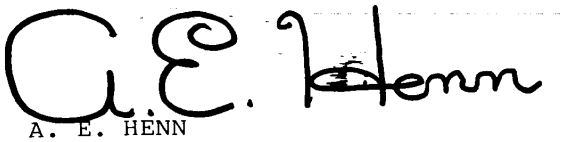
g. If an owner or operator of a vessel is aggrieved with a decision taken while undergoing plan review or an examination in accordance with this NVIC, a formal appeal of that decision may be made in accordance with the procedures contained 46 CFR 1.03. Commandant (G-MVI) will serve as the point of contact for questions related to the procedures and guidance contained herein.

h. An active Port State Control Examination Program is an integral part of the International Convention for the Safety of Life at Sea (SOLAS), and continues to be applied in accordance with public law.

4. ACTION.

a. The Coast Guard will continue to provide plan review and examinations for foreign passenger vessels in accordance with the guidance contained in enclosures (1) and (2).

b. Officers in Charge of Marine Inspection are encouraged to bring enclosures (1) and (2) to the attention of appropriate individuals in the marine industry within their zones.



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End: (1) Plan Review and Examination Guidance for Foreign Passenger Vessels that Intend to Embark Passengers in a United States Port.

(2) Overseas Examination Guidance for Foreign Passenger Vessels that Intend to Embark Passengers in a United States Port.

PLAN REVIEW AND EXAMINATION GUIDANCE FOR FOREIGN PASSENGER VESSELS THAT INTEND TO EMBARK PASSENGERS IN A UNITED STATES PORT

PART A - INITIAL CONTROL VERIFICATION PROCESS

1. Application.

   a. The Coast Guard will provide plan review and examinations for foreign passenger vessels which meet one of the following criteria:

      (1) The vessel (new or existing) intends to embark passengers for the first time from a U.S. port;

      (2) The vessel has undergone a modification or alteration of a "major character" as defined by SOLAS 74;

      (3) The vessel returns to service after the annual Control verification Certificate (CG 4504) has been expired for more than one year, and the vessel has not received plan review by the Marine Safety Center within five years; or

      (4) The vessel has been selected for this process by Commandant.

   b. Foreign passenger vessels, which do not embark passengers, calling at U.S. ports are still subject to port safety boardings to check for compliance with U.S. laws and international treaties.

   c. Vessels which return to service after the annual Control Verification Certificate (CG 4504) has expired, but do not meet any of the application requirements stated above, should refer to Part B of this enclosure.

2. Definition of Embarking Passengers When a vessel boards new passengers (U.S. or foreign) in a U.S. port who were not previously boarded in another country, it is embarking passengers. The only exception to this definition is for boarding nonpaying guests who are neither berthing in overnight accommodations nor getting underway with the vessel.

3. Control verification Process Summary. Listed below are the steps necessary to complete the initial control verification process. The steps are listed in the order that they should occur:

   a. Concept review for vessels in the design phase;

   b. Plan review for the final "as fitted" condition of the vessel;

   c. Preparation for the initial examination; and

   d. The conduct of the initial examination.

4. Concept Review. Concept review is available to discuss interpretative issues before the vessel has reached the final design stage. The initial assessment is made by the Marine Safety Center (MSC), and is usually conducted through receipt of initial plan submittal or a meeting. If the MSC determines a project or specific issues within a project reflect novel ideas, unique designs, or new interpretations of SOLAS, the concept review will be forwarded to Commandant (G-MTH) for resolution. Requests should be handled in the following ways:

   a. Submittals: Submittals should be sent to the Commanding Officer, USCG Marine Safety Center, 400 7TH Street, S.W., Washington, D.C. 20590-0001.

   b. Correspondence. An arrangement plan should be submitted accompanied by a description of the initial plan submittal. Upon Coast Guard review a letter addressing only the issues presented will be returned. This does not constitute plan review, but rather is a specific assessment of a proposed arrangement.

   c. Meetings. Requests should be received at least two weeks prior to the proposed meeting date, and include an agenda of the issues to be discussed. Additionally, an arrangement plan should be made available in advance of the meeting. All meetings will be documented with minutes by the owner's representative. A copy of the minutes should be mailed to the Coast Guard for review within two weeks after the meeting. Upon Coast Guard review a letter confirming the issues discussed will be returned to the owner's representative.

5. Plan Review. The MSC will conduct plan review six months in advance of the vessel[1]s first port call. Plans should reflect the "as-fitted" condition of the vessel, and be approved by the flag administration or classification society representing the flag administration. Areas of the vessel that have been modified or altered should be clearly indicated on the plans, along with the SOLAS Convention and amendments applicable to each area. Such plans must be legible and contain a legend or key written in the English language. Additionally, the scale must be indicated so that dimensions may be readily ascertained. A narrative summary should be included for any special considerations approved by the flag administration such as equivalencies or exemptions. Plans submitted to MSC will be stamped "reviewed" and dated by the Coast Guard upon completion of plan review. Three sets of plans should be submitted, and all plans will be retained by the Coast Guard. If the owner wants a stamped copy returned, then an additional set of plans should be included. The following information and plans should be submitted:

   a. General information should include:

      (1) Name of vessel, including former name(s).
      (2) Lloyd's Number.
      (3) Date of keel laying.
      (4) Country of registry.
      (5) Classification Society.
      (6) Total numbers of passengers and crew.
      (7) Gross tonnage, length, breadth, depth, and speed.
      (8) First U.S. port where passengers are expected to be embarked and the approximate date.
      (9) Fire Protection Method and SOLAS Convention to which the vessel was built, including amendments.
      (10) Major modification information to include: dates, locations, and SOLAS Convention to which the vessel was modified.

b. Fire control plans of bulkheads and decks should include:

(1) Legend detailing bulkhead and deck construction, including insulation values. Symbols should be distinguishable and in accordance with International Maritime Organization (IMO) Resolution A.654(16). Glass and glazing assemblies should be specially indicated, along with the fire rating and testing method used to establish fire resistance.

(2) Identification of each space by name, and numerical fire risk designation per SOLAS Regulation 11-2/26 for all SOLAS 74 vessels, where applicable.

(3) Location of all main vertical zone boundaries and draft stops.

c. Fire barrier penetration schedule that details approved methods for penetrating bulkheads and decks with piping, cables, ventilation ducts, etc.

d. Means of escape diagram should indicate primary and secondary exits from each area, maximum occupancy of public spaces (occupant load), escape routes, and mustering stations.

6. Preparing for the Initial Examination.

a. The initial Control Verification Examination (CVE) should be scheduled after plan review has been completed, and appropriate comments/plans have been forwarded to the local Officer in Charge of Marine Inspection (OCMI). Once the port within the U.S. where the vessel will be embarking passengers has been determined, the CVE should be scheduled with the OCMI at the Marine Safety Office or Marine Inspection Office for that port. The MSC should also be notified so that plans may be forwarded to the port conducting the exam. A minimum of forty-five days pre-arrival notice should be given so that the OCMI can schedule the examination.

b. If any changes to the vessel have been made subsequent to the initial plan review, owners should be prepared to discuss the changes with the local OCMI. When significant changes have been made, plans of the area affected should be resubmitted in accordance with paragraphs 4 or 5 of this enclosure.

c. Initial CVE's may be conducted underway in limited cases. However, this is not a recommended procedure, and is only approved on a case by case basis by Commandant (G-MVI). Criteria usually considered before granting an underway inspection request is provided below.

(1) The vessel is newly constructed;
(2) All plan review comments have been resolved;
(3) No passengers will be on board during the exam;
(4) The underway portion of the exam is between two U.S. ports;
(5) Pierside time is allocated to examine items that cannot be accomplished at sea; and
(6) The local OCMI agrees that it will be advantageous to the Coast Guard.

d. Except for initial CVE's conducted overseas (see enclosure (2)), the initial CVE should not begin until the SOLAS Passenger Ship Safety Certificate has been issued by the Flag Administration. Original certificates attesting to compliance with all applicable international treaties should be available for examination by the Coast Guard. Other certificates to be examined include:

(1) Certificate of Registry.
(2) SOLAS Exemption Certificates (if any).
(3) Certificate of Financial Responsibility. (Oil Pollution & Death and Injury)
(4) International Oil Pollution Prevention Certificate.
(5) International Load Line Certificate.
(6) International Tonnage Certificate.
(7) Coast Guard MSD Certification or MARPOL Annex IV. (Cert. of type test for sewage treatment system)
(8) Safe Manning Certificate.
(9) Certificate of Proficiency in Survival Craft. (Lifeboatman Certificates)

e. In addition to the above certificates the following documents may also be reviewed:

(1) Oil Record Book.
(2) Oil Transfer Procedures.
(3) Master$_1$ Mates, and Engineers Licenses.
(4) Vessel Crew List.
(5) Classification Society Vessel Survey Reports. (Only if specifically requested by the OCMI)
(6) Ship Security Bill/Ship Security Survey.
(7) Inflatable liferaft servicing reports.
(8) portable/fixed fire equipment servicing reports.
(9) Training Manual.
(10) Damage Control Plans.
(11) Record of Security Equipment Maintenance.
(12) Intact Stability Booklet.
(13) Deratting Certificate.

f. The following additional plans should be made available during the initial examination to assist field inspectors:

(1) Fixed fire extinguishing system plans for Systems required by Chapter 11-2, SOLAS 74.
(2) Fixed fire detection and alarm system plans.
(3) Ventilation system plans

g. Bulkhead and ceiling panels may need to be removed in numerous locations in order to examine structural fire protection arrangements. Coordination with the OCMI on specific locations to be examined shortly before commencing the exam will help to minimize delays.

h. Vessel operators should anticipate up to four days in the port for this examination depending upon the size of the vessel, and the complexity of the systems on board. The examination will be conducted by Coast Guard marine inspectors from the local field office who may also be augmented with other personnel authorized by the Coast Guard.

The vessel's flag state representative, classification society. and owner's representative of engineering are also expected to attend the examination. The examination will focus primarily on structural fire protection, fire protection systems, means of escape, lifesaving equipment, engineering systems, emergency fire and boat drills, and the resolution of plan review comments. Before the examination takes place aboard the vessel, the above effected parties should meet with the local OCMI to discuss the scope of the examination and preparation details.

7. Conduct of the Initial Examination It is important to understand the philosophy of a Port State Control Verification Examination on a foreign vessel as compared to an inspection of a U.S. vessel. The owner, applicable classification society, and flag state administration, have the responsibility to ensure that the vessel complies with the safety, construction, and equipment requirements in the applicable SOLAS Convention as well as the applicable provisions of the MARPOL 73/78, ILO 147, STCW, and Load Line Conventions. The Coast Guard is on board only to verify that the vessel is in substantial compliance with these conventions. To this end, the Coast Guard may examine the vessel for certain equipment or construction features at the 100% level or by random sampling. Details on specific construction features and equipment types which are usually examined during an initial CVE are provided below.

   a. Enclosed Escape Stairways. Enclosed protected stairways and escape routes are of utmost importance to the emergency egress of passengers and crew. Tracing each escape stairway from the lowest level to the highest level is recommended to ensure compliance with the applicable SOLAS convention. The exam may also include checking signs identifying the route of escape, and protecting the stairway from combustibles.

   b. Escape Routes. The Coast Guard discourages the ~e of locks on escape route doors. Doors with signs entitled "Emergency Escape" or similar markings, or those doors marked on the Means of Escape Diagram as a primary or secondary escape, should be unlocked at all times

   c. Division Penetrations. Main vertical zone and escape stairway penetrations may be examined. Where "A" Class divisions are pierced for the passage of electrical cables, pipes, trunks, ducts, etc., suitable arrangements should be made to ensure that the fire resistance is not impaired. In addition, corridor bulkheads should extend from deck to deck unless they meet the exemptions stated in SOLAS Regulation 11-2/25.2. Removal of overhead and bulkhead panels should be anticipated. Coordination with the OCMI on specific locations will help minimize delays.

   d. Fire and Smoke Damper Arrangements. The operation of ventilation system fire and smoke dampers may be examined for controls and operation. Additionally, the construction of ventilation ducting and bulkhead penetrations may be examined. Removal of overhead panels, especially at main vertical zone bulkhead intersections, should be anticipated.

   e. Draft Stops. Draft stops must be fitted between ceilings and decks at not more than 14 meter intervals, both longitudinally and athwartships. Overhead panels are generally removed so that a small number of draft stops may be verified. Areas usually examined include stateroom corridors, lounges, and areas in way of the sideshell. Coordination with the OCMI on specific locations will help minimize delays.

f. Automatic Sprinkler Systems. These systems may be checked at the zone valve or zone test valve for water flow and alarms at the control panel due to the drop in water pressure or flow switch. Automatic sprinkler system valve arrangements may be verified to assure that the system is properly lined-up to provide water pressure from the pressurized storage tank. Additionally, required backup water supply pumps may also be tested.

g. Fire Pumps and Hydrants. The fire main should be pressurized and water flow tested from a remote hydrant. Hydrants may also be examined for proper outfitting with hoses, spanner wrenches, and nozzles. All fire pumps and emergency fire pumps should be checked for proper operation.

h. Fixed Smoke and Heat Detection Systems. Smoke detectors may be examined by random sampling using appropriate testing devices provided by the vessel or owner's representative. Bridge smoke detection alarm panels may also be checked against detection devices in each detection zone. For vessels with keel laying days after July 1, 1986, smoke detection systems should be installed with detection devices located in stairways, corridors and escape routes within accommodation spaces. Detection systems are also required on existing Method III vessels originally built to SOLAS 48 and 60.

i. Fire Doors and Watertight Doors The proper and safe operation of fire and watertight doors should be demonstrated to the satisfaction of the attending inspectors with regard to opening/closing mechanisms, releasing devices, and bridge indicating panels required by the applicable convention. All fire doors must properly self-close and latch once released. The ventilation system should be operating when testing fire door operation to ensure there is no effect on fire door closure.

j. Engineering Systems Inspectors may observe the operation of various equipment such as the emergency generator (under load), steering system, remote fuel oil shut-off valves, oily water separators, fire and bilge pumps, Halon/C02 system alarms, etc. Particular attention should be given to condition of piping, ducting, general condition of the boilers (main or auxiliary), etc. In addition, fuel and oil system leaks, and general maintenance should be checked during a walk through of the engineering spaces.

k. Emergency Lighting. Inspectors may observe a test of the emergency lighting to determine proper location and adequacy. This system may be checked using the emergency generator and also by testing the transitional source of power (batteries) for 30 minutes under full load.

l. Proliferation of Combustible Construction. Method II construction under SOLAS 29, 48 and 60 Conventions permitted wood and other combustible materials in the construction of interior divisions. Although not explicitly prohibited by SOLAS, the U.S. discourages the reinstallation of combustible construction materials when making modifications. Original construction will be confirmed with approved plans and the corresponding dates where possible.

m. Lifesaving Systems. Inspectors may verify that the quantity and type of primary lifesaving equipment is satisfactory for the number of passengers and crew permitted by the SOLAS certificates and in good condition. Particular attention should be paid to the material condition of the lifeboats, falls, and davits. Liferafts should be checked for proper stowage. During the boat drill all lifeboats on the outboard side of the vessel should be lowered to the water, released, motored, and properly recovered. Lifeboats on

the inboard side, which cannot be lowered to the water, should have their starting ability demonstrated. Special attention should also be given to any additional equipment which has been added after an increase in the vessel's capacity. NVIC 3-79 should be consulted concerning proper lifeboat capacity.

n. Reduced Lifeboat Capacity. The various versions of SOLAS permit reductions in the required lifeboat capacity for certain vessels on "short international voyages," as compared with the requirements for "international voyages." Vessels which are on short international voyages must meet the special standards of subdivision or be exempted by their Flag administration based on meeting a two-compartment standard of subdivision. Though no official definition or interpretation of "volume of traffic" is known to exist, it was originally intended to apply to areas such as the English Channel, where both the volume of ferry passengers and the volume of shipping is large. No comparable areas exist adjacent to any port in the United States. In light of this fact, the U.S. does not allow the volume of traffic provision in SOLAS 74 to be used to reduce lifeboat capacity, and observes the following policy for passenger vessels operating out of U.S. ports:

(1) The minimum number of lifeboats required is that listed in the Table in SOLAS 60 Regulation 111/28, columns B and C, or SOLAS 74 Regulation 111/28, or SOLAS 74 (as amended in 1983) Regulation 111/20 provided that:

(a) The liferafts provided for the remainder of the persons on board are served by launching appliances; and

(b) The vessel complies with the special standards of subdivision prescribed in SOLAS 74 Regulation 11-1/5, and the associated special provisions regarding permeability in SOLAS 74 Regulations 11-1/4(d).

o. Passenger Launches. If the vessel intends to use their lifeboats as launches or has separate vessels that will be used as launches while anchored in U.S. ports, the launches should have either a Passenger Ship Safety Certificate, Lifeboat/Tender Safety Equipment Certificate, or a Coast Guard issued Certificate of Inspection. •If the launches possess either of the first two certificates issued by the flag state, they shall be subject to control verification procedures. Additionally, when the lifeboats are being used as launches, there must be enough lifeboats and davitlaunched liferafts remaining on board or alongside, to accommodate all persons remaining on board the vessel.

p. Counter Flooding/Cross-Flooding Systems. These systems may be examined to ensure that they do not violate the structural fire protection provisions of SOLAS 74. If the system is an active one (valves or other arrangements), the system may be tested to ensure that it is operating properly.

q. Training and Drills. NVIC 6-91 provides guidance on the responsibility of governments, owners, and operators in the conduct of on board fire training and fire drills. The proficiency of the crew in carrying out emergency response operations including fire and boat drills will be witnessed by Coast Guard inspectors during the examination. The provisions of the vessel's training manual will also be evaluated. The communication skills of crew members are also routinely observed by the attending inspectors during emergency drills. The functioning of the emergency shipboard organization is observed and the officer's and crew's ability to give, receive, and pass information and commands is evaluated. Emergency drills are determined unsatisfactory when, among other things, language barriers interfere with adequate verbal communication.

r. Pollution Prevention. The requirements found in 33 CFR 155, 156, and 159 concerning fuel oil transfers and marine sanitation devices may be closely examined. This includes proper containment around fuel oil fill and vent pipes, accurate oil transfer procedures, and person-in-charge designations. Also the vessel's marine sanitation device may be checked for proper operation and certification. NVIC 9-82 CH-1 describes the acceptance of sewage treatment systems with a certificate of Type Test under IMO Resolution MEPC.2(VI), as equivalent to the certificated marine sanitation device required under 33 CFR 159.

s. Navigation Safety. All navigation equipment required by 33 CFR 164 may be examined and/or tested. This encompasses testing all bridge electronic equipment, verifying the vessel has the proper updated charts, current publications, and tests of the steering gear.

t. Housekeeping. The elimination of fire hazards that may impair the means of egress or contribute to fire load is an ongoing maintenance and awareness problem which must be borne by the vessel's crew. Any hazards noted during the examination should be brought to the Master's attention for correction.

8. Scope of Examination. Inspectors are not limited in their examination to items addressed in this enclosure, the Control Verification Exam Booklet (CG-840F), or a strict reading of 46 U.S.C. 3303 (a), if there is reason to believe the vessel's safety equipment or material condition is substandard.

9. Completion of Examination. Upon successful completion of the initial examination (no major deficiencies), the vessel will be issued a Control Verification Certificate (CG-4504). This certificate is valid for up to one year, but in no case may exceed the expiration date of the vessel's Passenger Ship Safety Certificate. Minor deficiencies may be cleared on the spot or at the vessel's next scheduled inspection as per the decision of the OCMI.

PART B - THE ANNUAL CONTROL VERIFICATION PROCESS

1. Application. After completion of the initial control verification process, foreign passenger ships holding control verification certificates are required to renew these certificates annually in order to continue embarking passengers from U.S. ports.

2. Purpose. The purpose of the annual examination is to ensure that the vessel continues to maintain all the systems that were examined in the initial control verification examination in proper operating condition. This examination should focus on the vessel's firefighting, lifesaving, and emergency systems. A comprehensive fire and boat drill should be conducted. In addition, the vessel should be checked to ensure no modifications have been made which would affect the vessel's structural fire protection, which have not been approved by the vessel's flag state, and reviewed by the MSC.

3. Preparing for the Annual Examination

   a. The annual examination must be completed prior to the expiration of the vessel's current control verification certificate if the vessel wishes to continue embarking passengers from U.S. ports. The examination should be scheduled with the local OCMI, at the port in which the examination is desired. A minimum of 30 days prior notice should be given. The length of time to complete an annual examination is generally one working day provided there are no serious problems.

   b. It is very important that owners notify the local OCMI of any changes to the vessel since the initial plan review. If so, plan review by the flag state and the MSC may be required. Also, owners should provide to the Coast Guard, a written copy of all outstanding classification society items.

   c. All certificates, documents, and plans noted in Part A.6.d, Part A.6.e, and Part A.6.f of this enclosure, should be current and made available for examination by the Coast Guard.

   d. All outstanding deficiencies noted in any previous Coast Guard examinations should be reviewed and/or completed, as appropriate.

   e. In order to reduce inconvenience to the vessel and passengers, preparation for the examination is encouraged. Coordination with the OCMI on the scope of the examination shortly before commencing the exam will help to minimize delays.

4. Conduct of the Annual Examination.

   a. Document Check. The examination usually begins by a meeting with the master, at which time the required documents and certificates previously noted will be examined.

b. General Structural Fire Protection. This consists of a walk through of the vessel to make sure no new additions have been made without approved plans. For vessels which have undergone plan review by the Marine Safety Center, generally it will not be necessary to remove any overhead or bulkhead panels if no modifications have been made. For vessels which have not undergone the plan review process or have made modifications, removal of some overhead and bulkhead panels as determined by the OCMI, in way of the main vertical zone bulkhead penetrations and draft stop locations should be anticipated. Enclosed stairways and escape routes should be checked to ensure they are properly marked, and free from storage of combustible material.

c. Automatic Sprinkler Systems. A random sampling of the various sprinkler system zones may be conducted. This includes checking the system at the zone valve or zone test valve for water flow and alarms at the control panel due to the drop in water pressure or flow switch verifying that the system is properly lined-up. Also, required backup water supply pumps may be tested.

d. Fixed Smoke and Heat Detection Systems A random sampling of these devices may be conducted to ensure proper operation in all fire detection zones and proper indication on the bridge smoke detector panel.

e. Fire Pumps and Hydrants. The fire main should be pressurized and water flow tested from a remote hydrant. Hydrants may also be examined for proper outfitting with hoses, spanner wrenches, and nozzles. All fire pumps and emergency fire pumps may be checked for proper operation.

f. Fire Doors and watertight Doors. Fire and watertight doors should be randomly sampled to ensure proper release, closure, and opening.

g. Engineering Systems. Inspectors should check the operation of the emergency generator (under load), and steering system. Operation of the remote fuel oil shutoff valves, oily water separators, fire and bilge pumps, and Halon/C02 system alarms, may be randomly sampled. The general maintenance of the engineering spaces should be checked during a walk through of the various engineering spaces.

h. Emergency Lighting. Inspectors should observe a test of the emergency lighting system using both the emergency generator and transitional source of power (batteries).

i. Lifesaving Systems. Inspectors should carefully examine the quantity and type of all primary lifesaving equipment and randomly sample all secondary lifesaving equipment. Particular attention should be paid to the material condition of the lifeboats, falls, and davits. Liferafts should be checked for proper stowage. During the boat drill all lifeboats on the outboard side of the vessel should be lowered to the water, released, motored, and properly recovered. Lifeboats on the inboard side, which cannot be lowered to the water should have their starting ability demonstrated. Special attention should also be given to any additional equipment which has been added after an increase in the vessel's capacity. NVIC 3-79 should be consulted for proper lifeboat capacity.

j. Training and Drills. The inspector must witness satisfactory emergency drills. Consult NVIC 6-91 for guidance concerning the elements of a fire drill and the required crew training. As mentioned above, all outboard lifeboats should be lowered to the water, released, motored, and properly recovered. If the inboard lifeboats were not exercised at this time, arrangements should be made to demonstrate them at the next scheduled quarterly inspection. All crew members should be properly mustered and familiar with their duties. There should be no inability to adequately communicate commands between the officers and crew.

k. Pollution Prevention. The vessel’s fuel oil fill and vent pipe containment, oil transfer procedures, and person-in-charge list should be examined. The marine sanitation device should also be examined and its overboard discharge piping verified.

1. Navigation Safety. All navigation equipment required by 33 CFR 164 may be examined and/or tested. This encompasses testing all bridge electronic equipment, verifying the vessel has the proper updated charts and current publications, and tests of the steering gear.

m. Housekeeping. The elimination of fire hazards that may impair the means of egress or contribute to fire load is an ongoing maintenance and awareness problem which must be borne by the vessel's crew. Any hazards noted during the examination should be brought to the master's attention for correction.

5. Completion of the Examination. Upon successful completion of the annual examination, the vessel will be issued a new Control Verification Certificate (CG-4505).

PART C - THE QUARTERLY CONTROL VERIFICATION PROCESS

1. Application. In order for a vessel's Control Verification Certificate to remain valid, the vessel must complete an examination at quarterly intervals until the certificate is due for its annual renewal.

2. Purpose.

   a. The purpose of the quarterly examination is to ensure that the vessel is being operated in a safe manner. This examination should focus on the officers and crew. Their training and knowledge of the ship's emergency procedures, firefighting, lifesaving systems, and performance during the drills should be very closely evaluated. Since the overall material condition of the ship should not have appreciably changed since the annual examination, inspection items identified for examination may be randomly sampled at the discretion of the attending inspectors. The depth of the examination depends upon the material condition of the vessel, the maintenance of the vessel, and the professionalism and training of the crew.
   b. The vessel's Control Verification Certificate continues to be valid provided the vessel successfully completes the appropriate quarterly examinations. If a vessel misses a required quarterly examination due to deployment outside of U.S. waters, then an annual examination should be conducted and a new Control Verification Certificate issued. The expiration date should coincide with the expiration date of the vessel's Passenger Ship Safety Certificate.

3. Preparing for the quarterly Examination.

   a. Quarterly examinations should be completed at approximately equal intervals based on the date of the annual examination. The examination should be scheduled with the local OCMI, at the port in which the examination will take place. A minimum of 14 days prior notice should be given. The length of time to complete a quarterly examination is generally 4 to 6 hours, provided there are no serious problems.
   b. All previous outstanding deficiencies should be reviewed and/or completed, as appropriate.
   c. Any modifications to the vessel since its last exam should be pointed out to the attending inspectors.

4. Conduct of the Examination. At a minimum the following items should be conducted:

   a. Evaluation of Crew Performance.

      (1) Fire Drills. Performance will be evaluated to the standards contained in NVIC 6-91. Officers and crew should be questioned as to their duties and proper reporting procedures.

      (2) Abandon Ship Drills. All crew members should be properly mustered and familiar with their duties. Officers and crew should also be questioned as to their duties. Lifeboat/liferaft muster lists should be examined for accuracy. All outboard lifeboats should be lowered to the water, released, motored, and properly recovered. There should be no language problems between the officers and crew. If inboard lifeboats cannot be lowered, arrangements should be made to demonstrate them at the next quarterly examination.

(3) Damage Control Drills. Officers and crew should demonstrate they can properly respond to emergencies such as collision, grounding, flooding, etc. In addition, they should be questioned as to their duties and proper reporting procedures.

b. Muster List and Emergency Instructions. The muster list and emergency instructions should be closely examined for currentness and completeness. All elements listed in Regulation 111/53 of SOLAS 74 should be properly addressed. Crew members should be randomly questioned as to their muster stations during the various ship emergency evolutions.

c. SOLAS Training Manual. The SOLAS training manual should be closely examined to ensure it contains all the elements outlined in Regulation 111/51 of SOLAS 74, and that the officers are familiar with its contents. The training manual should be used as a guide for the drills and properly updated if not adequate.

d. Log Book Entries. The vessel's log book should be checked for the following:

(1) Required drills have been conducted.

(2) Crew training has been conducted.

(3) All tests required by 33 CFR 164.25 have been conducted.

e. Vessel Security and Terminal Security Measures. The following should be checked:

(1) Security guard requirements.

(2) Baggage screening procedures. y

(3) Passenger and crew safety/security measures.

(4) Terminal physical security measures.

(5) procedures for loading ship provisions.

f. General walk-Through. This includes walking through the engine room, machinery spaces, and accommodation spaces. Spaces should be examined to ensure no modifications have taken place, and for the existence of safety hazards.

5. Completion of the Examination. Upon completion of the quarterly examination, an entry will be made in the Coast Guard Marine Safety Information System. No additional certificate or endorsement is necessary.

OVERSEAS EXAMINATION GUIDANCE FOR FOREIGN PASSENGER VESSELS THAT INTEND TO EMBARK PASSENGERS IN A UNITED STATES PORT

1. Application The Coast Guard may conduct overseas examinations for foreign passenger vessels which meet the following criteria:

   a. The vessel is requesting an initial Control Verification Examination (CVE) in accordance with enclosure (1), Part A of this NVIC;

   b. The vessel's plans have been approved by the flag administration or classification society representing the flag administration; and

   c. The vessel's plans have been reviewed by the Coast Guard Marine Safety Center (MSC).

2. Procedures.

   a. Vessel owners considering an overseas examination should send their requests in writing to Commandant (G-MVI). Requests should include the following information:

      (1) Reason why the examination should be conducted overseas in lieu of a U.S. port;

      (2) Status of plan review by MSC, including any unresolved plan review comments;

      (3) Stage of vessel construction and delivery date;

      (4) The information noted in enclosure (1), Part A.5.a;

      (5) Suggested itinerary for the inspection;

      (6) Company point of contact; and

      (7) Acknowledgment to reimburse the Coast Guard for all expenses incurred.

   b. Upon approval of the request, Commandant (G-MVI) will assemble an augmentation team with the OCMI responsible for the inspection zone where the vessel is located. The team may include personnel from the zone where the vessel intends to embark passengers for the first time in a U.S. port, and any personnel deemed necessary by Commandant (G-MVI). The following is a list of OCMI's and their respective areas of responsibility for overseas examinations:

      (1) Boston - Eastern coast of Canada

      (2) New York - Europe, Africa, and Near East

      (3) Hampton Roads - Diego Garcia

      (4) New Orleans - South and Central America East Coast of Mexico, West Coast of Mexico south of 2~0N latitude

(5) San Diego - West Coast of Mexico north of 20-OON latitude

(6) Puget Sound - Western coast of Canada

(7) Honolulu - Far East, Pacific Basin and Indian Ocean except Diego Garcia

3. Conduct of Overseas Examination

a. A routine overseas examination is anticipated to take up to four days depending upon the size of the vessel, stage of construction, and the complexity of the systems on board. Details on specific procedures and construction features which should be completed are provided below:

(1) All items outlined in enclosure (1), Part A for an initial CVE with the exception of the fire and boat drill.

(2) All outstanding MSC plan review items.

(3) All outstanding classification society items.

(4) Develop a list of any discrepancies noted which cannot be immediately corrected.

(5) Initial and sign the appropriate parts, including the diary, of the inspection book.

(6) Enter the appropriate data in the Marine Safety Information System (MSIS).

4. Completion of Examination.

a. The initial CVE will be completed at the vessel's first U.S. port call where passengers are embarked. The OCMI which conducted the overseas part of the examination will forward the inspection book and discrepancy list to the OCMI responsible for completing the initial CVE. Items inspected and found satisfactory by the Coast Guard during the overseas part of the exam will not require reexamination.

b. Vessel operators should anticipate at least one day in port for the U.S. part of the initial CVE depending upon the number of outstanding discrepancies. The examination should cover the following areas:

(1) Conducting the fire and boat drill.

(2) Clearing any outstanding discrepancies.

(3) Clearing any plan review or classification society items not previously resolved.

c. Upon successful completion of the examination, the OCMI will issue the vessel a Control Verification Certificate (CG-4504), complete the inspection book, and enter the appropriate information in MSIS.